

OMB #: 0938-0707

Exp. Date:

**MODEL APPLICATION TEMPLATE FOR
STATE CHILD HEALTH PLAN UNDER TITLE XXI OF THE SOCIAL SECURITY ACT
STATE CHILDREN'S HEALTH INSURANCE PROGRAM**

Preamble

Section 4901 of the Balanced Budget Act of 1997 (BBA) amended the Social Security Act (the Act) by adding a new title XXI, the State Children's Health Insurance Program (SCHIP). Title XXI provides funds to states to enable them to initiate and expand the provision of child health assistance to uninsured, low-income children in an effective and efficient manner. To be eligible for funds under this program, states must submit a state plan, which must be approved by the Secretary. A state may choose to amend its approved state plan in whole or in part at any time through the submittal of a plan amendment.

This model application template outlines the information that must be included in the state child health plan, and any subsequent amendments. It has been designed to reflect the requirements as they exist in current regulations, found at 42 CFR part 457. These requirements are necessary for state plans and amendments under Title XXI.

The Department of Health and Human Services will continue to work collaboratively with states and other interested parties to provide specific guidance in key areas like applicant and enrollee protections, collection of baseline data, and methods for preventing substitution of Federal funds for existing state and private funds. As such guidance becomes available, we will work to distribute it in a timely fashion to provide assistance as states submit their state plans and amendments.

Form CMS-R-211

Effective Date:

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Approval Date:

**MODEL APPLICATION TEMPLATE FOR
STATE CHILD HEALTH PLAN UNDER TITLE XXI OF THE SOCIAL SECURITY ACT
STATE CHILDREN'S HEALTH INSURANCE PROGRAM**

(Required under 4901 of the Balanced Budget Act of 1997 (New section 2101(b)))

State/Territory: MONTANA
(Name of State/Territory)

As a condition for receipt of Federal funds under Title XXI of the Social Security Act, (42 CFR, 457.40(b))

(Signature of Governor, or designee, of State/Territory, Date Signed)

submits the following State Child Health Plan for the State Children's Health Insurance Program and hereby agrees to administer the program in accordance with the provisions of the approved State Child Health Plan, the requirements of Title XXI and XIX of the Act (as appropriate) and all applicable Federal regulations and other official issuances of the Department.

The following state officials are responsible for program administration and financial oversight (42 CFR 457.40(c)):

Name: Mary Dalton	Position/Title: Health Resources Division Administrator
Name: Jacqueline Forba	Position/Title: Health Care Resources Bureau Chief
Name: Katherine Buckley-Patton	Position/Title: CHIP Section Supervisor

According to the Paperwork Reduction Act of 1995, no persons are required to respond to a collection of information unless it displays a valid OMB control number. The valid OMB control number for this information collection is 0938-0707. The time required to complete this information collection is estimated to average 160 hours per response, including the time to review instructions, search existing data resources, gather the data needed, and complete and review the information collection. If you have any comments concerning the accuracy of the time estimate(s) or suggestions for improving this form, please write to: CMS, N2-14-26, Baltimore, Maryland 21244.

Effective Date:

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MONTANA'S CHILDREN'S HEALTH INSURANCE PLAN

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Section 1. General Description and Purpose of the State Child Health Plans and State Child Health Plan Requirements (Section 2101)

1.1 The state will use funds provided under Title XXI primarily for (Check appropriate box) (42 CFR 457.70):

1.1.1 ☒ Obtaining coverage that meets the requirements for a separate child health program (Section 2103); **OR**

1.1.2. ☐ Providing expanded benefits under the State's Medicaid plan (Title XIX); **OR**

1.1.3. ☐ A combination of both of the above.

1.2 ☒ Please provide an assurance that expenditures for child health assistance will not be claimed prior to the time that the State has legislative authority to operate the State plan or plan amendment as approved by CMS. (42 CFR 457.40(d))

Expenditures for child health assistance will not be claimed as certified on the CMS-21 expenditure report prior to the time that the State has legislative authority to operate the State plan or plan amendment as approved by CMS.

1.3 ☒ Please provide an assurance that the state complies with all applicable civil rights requirements, including title VI of the Civil Rights Act of 1964, title II of the Americans with Disabilities Act of 1990, section 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975, 45 CFR part 80, part 84, and part 91, and 28 CFR part 35. (42CFR 457.130)

Montana complies with all applicable civil rights requirements, including title VI of the Civil Rights Act of 1964, title II of the Americans with Disabilities Act of 1990, section 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975, 45 CFR part 80, part 84, and part 91, and 28 CFR part 35.

1.4 Please provide the effective (date costs begin to be incurred) and implementation (date services begin to be provided) dates for this plan or plan amendment (42 CFR 457.65):

Effective date: October 1, 2005

Implementation date: October 1, 2005

Section 2. General Background and Description of State Approach to Child Health Coverage and Coordination (Section 2102 (a)(1)-(3)) and (Section 2105)(c)(7)(A)-(B))

- 2.1. Describe the extent to which, and manner in which, children in the state including targeted low-income children and other classes of children, by income level and other relevant factors, such as race and ethnicity and geographic location, currently have creditable health coverage (as defined in 42 CFR 457.10). To the extent feasible, make a distinction between creditable coverage under public health insurance programs and public-private partnerships (See Section 10 for annual report requirements). (42 CFR 457.80(a))

The 2003 Montana Household Survey was conducted as a stratified random digit dial telephone survey. The data were collected by the Survey Research Center at the University of Montana – Missoula, Bureau of Business and Economic Research. The survey collected information on the health insurance status of each person in the household and some demographic information about the primary wage earner in the household. Because of the way the survey was designed, Montana is able for the first time to make detailed estimates of uninsured rates for various population groups within the state, including children ages 0 through 18. Seventeen percent (17%) or approximately 41,723 children between age 0 through 18 are uninsured at all income levels and approximately 35,900 uninsured children live in households at or below 200% FPL.

- 2.2. Describe the current state efforts to provide or obtain creditable health coverage for uncovered children by addressing: (Section 2102)(a)(2) (42CFR 457.80(b))
- 2.2.1. The steps the state is currently taking to identify and enroll all uncovered children who are eligible to participate in public health insurance programs (i.e. Medicaid and state-only child health insurance):

Montana has several efforts in place to identify and enroll all uncovered children who are eligible to participate in public health insurance programs. We coordinate our outreach efforts with the USDA school lunch program and staff the national telephone help-line for calls from Montanans in response to outreach campaigns, etc. Our staff is knowledgeable about requirements and services available from public health programs and Medicaid. The staff responds to public inquiries, coordinates with these programs, and makes referrals.

Montana's services and programs intended to assure access include:

1. Public health referral systems—Women, Infants and Children (WIC)

Nutrition programs and public health home visiting services include assessment of high-risk conditions such as developmental, nutritional, psychosocial, and income factors. Clients with access needs are referred to eligibility workers in local settings who determine whether the client is eligible to be covered by Medicaid. In the case of programs for high-risk pregnant women, home visiting services and others may also do an initial screen for Medicaid eligibility authorizing clients for presumptive eligibility. WIC is funded with United States Department of Agriculture funding and public health home visiting is funded with a combination of Title V and State general fund resources.

2. Federally Qualified Health Centers—Montana has fourteen federally qualified health centers, including seventeen Community Health Centers (CHCs) (eleven centers and six satellites), three urban Indian clinics and one Migrant Health Clinic (with several satellite sites operated seasonally). Each facility has the resources to determine presumptive Medicaid eligibility, and applications for CHIP and the Caring Program for Children. CHCs must also provide services regardless of the ability to pay. Four of the Community Health Centers are co-located with public health departments and referrals between services are made to assure access. Community Health Centers use standard procedures to determine appropriate pay level for each client including providing a financial screen for each new patient or family, providing information on and explanation of services for which family members are eligible, assisting with completing applications and collecting required documentation, determining eligibility on-site or forwarding applications to the determining agency, communicating with family members about eligibility status, and assisting families when their financial situation and eligibility changes.

3. The Caring Program for Children is a public-private partnership administered by Blue Cross Blue Shield of Montana, to provide preventive medical, and dental services, as well as outpatient diagnostic, emergency, accident, and surgical services. Children ages eighteen and under who are “not currently covered under a state or federal medical assistance program (i.e., Medicaid) or under any private health insurance program” are eligible. The Caring Program is not licensed as, nor does it function as, an insurance product in Montana. The Caring Program covers children up to 200% of the Federal Poverty Level. Enrollment in the Caring Program is dependent on donations to cover health care.

4. Children's Special Health Services (CSHS)—CSHS provides coverage for a limited number of children who have special health care needs. This program

provides reimbursement for health care charges if Medicaid or other health care insurance does not cover the charges. The application for the CSHS program includes income determination to screen for Medicaid eligibility. CSHS program activities are funded with Title V resources.

5. Family Planning programs are contract services that identify clients in need of primary care services. They specifically target low-income clients. These clinics identify funding sources available to pay for preventive health services, including Medicaid and other insurance, and refer clients appropriately to those resources. The state supports Family Planning clinics with Title X funding, and local contributions may include Title V and other resources.

6. Rural Health Clinics (RHC) and National Health Service Corp (NHSC) providers are a loose network of primary care services throughout the state that allows clients to pay on a sliding fee scale. Twenty-three (23) RHCs provide services on a sliding fee scale, and 18 NHSC providers, located in federally designated shortage areas, provide services on a sliding fee scale. RHCs may refuse service to clients, but NHSC must accept any client regardless of ability to pay.

7. Part C of the Individuals with Disabilities Education Act provides statewide early intervention services to meet the needs of Montana's infants and toddlers with diagnosed disabilities or with developmental delays that warrant concern for a child's future development. Children deemed eligible for Part C Services in Montana who appear Medicaid eligible are referred to the local county office for a Medicaid eligibility determination.

8. Montana's Mental Health Services Plan (MHSP) provides mental health services through a single statewide fee-for-service program. MHSP is not an insurance plan. The Department of Public Health and Human Services (DPHHS) perform eligibility determinations. Clients who appear Medicaid eligible in the screening process are referred to the appropriate county office.

9. Medicaid provides health coverage for low-income, elderly, blind and disabled Montanans who have limited resources. Infants born to Medicaid-enrolled women typically remain Medicaid eligible for twelve months. Family income for children ages zero(0) through five (5) cannot exceed 133% of poverty and, for children ages six (6) through 18, family income cannot exceed 100% of poverty. The DPHHS administers the Medicaid Program and county public assistance offices determine eligibility for Medicaid, Temporary Aid to Needy Families (TANF), and food stamps.

Federally Qualified Health Centers, Health Care Clinics, Migrant Health Clinics, Tribal Health Clinics, and Indian Health Services facilities are presumptive Medicaid eligibility sites for pregnant women and out stationed eligibility. Staff at these sites helps people apply for Medicaid by providing assistance in completing the application and then forwarding the application to county public assistance offices for eligibility determination.

Outreach to inform potential recipients about Medicaid is accomplished through the previously noted resources and by distributing Medicaid information to many health care advocacy groups and providers in Montana. Montana reaches thousands of children in the CHIP outreach process, many of whom are Medicaid eligible.

Eligibility and Enrollment

CHIP applications are available to families at FQHCs, community health and public health centers, IHS tribal sites, county offices of public assistance, WIC offices, many more community locations, and on the Internet. While many of these sites have personnel or advocates available to assist families in completing the application and locating proper documentation to submit with the application, the eligibility determination is not actually performed at these sites.

Completed applications are mailed to the CHIP state office, where all eligibility determination is performed. A family is notified of the status of an application within three weeks after the completed application is received. Enrollment begins on the first day of a month.

Outreach

A. The CHIP outreach plan involves close coordination with Montana businesses and schools. Montana participates in the national "Back to School" outreach campaign coordinated by Covering Kids.

During the summer and fall of 2000, the Department conducted a statewide media advertising campaign for children's health coverage, including CHIP and Medicaid. Television, radio, and print advertising occurred throughout the state. A similar media campaign is planned during winter 2005-6, contingent upon state funding availability.

- 2.2 Describe the current state efforts to provide or obtain creditable health coverage for uncovered children by addressing: (Section 2102)(a)(2) (42CFR 457.80(b))

- 2.2.2. The steps the state is currently taking to identify and enroll all uncovered children who are eligible to participate in health insurance programs that involve a public-private partnership:

Montana has no health insurance programs that involve a public-private partnership.

- 2.3. Describe the procedures the state uses to accomplish coordination of SCHIP with other public and private health insurance programs, sources of health benefits coverage for children, and relevant child health programs, such as title V, that provide health care services for low-income children to increase the number of children with creditable health coverage.
(Previously 4.4.5.) (Section 2102(a)(3) and 2102(c)(2) and 2102(b)(3)(E)) (42CFR 457.80(c))

Special outreach and coordination efforts are in place among CHIP, Medicaid, Mental Health Services Plan and Special Health Services. If a child applies for one program and doesn't qualify, or if the child may be served by more than one program, the child is appropriately referred. The state continues to streamline enrollment procedures and collaborative outreach efforts to further the plan's goal to coordinate with other public and private programs. Families that do not qualify for CHIP coverage receive information about other health care resources, which include the Caring Program, Montana Youth Care, Cooperative Health Clinics, Shriner's Hospital, Angel Flight, and many other health care resources, as appropriate.

Montana's outreach and enrollment efforts are designed to maximize the number of children served under the Medicaid and CHIP programs. (We have no health insurance programs that involve a public-private partnership.) The state coordinates the Children's Health Insurance Plan enrollment efforts with:

- Medicaid
- Local public health departments
- WIC
- School Nutrition and Health Programs
- Federally Qualified Health Care Centers which include Community, Urban Indian, and Migrant Health Centers
- Case Management Providers
- The Caring Program for Children
- Family Planning and Planned Parenthood Centers
- Rural Health Clinics
- Mental Health Services Plan
- Children's Special Health Services
- County Eligibility Case Managers and TANF Case Managers
- Indian Health Services
- Tribal Health Services
- Early Intervention Services (Part C)

Model Application Template for the State Children's Health Insurance Program

- Child Support Enforcement
- Child Protective Services
- Head Start and Early Head Start
- Montana's Covering Kids grantee
- Other Programs as they are identified

These providers:

- Inform participants in their programs of the Children's Health Insurance Plan
- Distribute brochures and applications for the Children's Health Insurance Plan

Montana closely coordinates with Medicaid to ensure Medicaid-eligible children are enrolled in Medicaid. CHIP applicants, who appear to be Medicaid-eligible, are referred to their local Office of Public Assistance (OPA). Applicants are informed their application is referred for a Medicaid determination. After the Medicaid determination is completed, the CHIP office is notified. If the children are Medicaid eligible, CHIP coverage is denied. If children are ineligible for Medicaid, CHIP completes its eligibility process.

Section 3. Methods of Delivery and Utilization Controls (Section 2102)(a)(4))



Check here if the state elects to use funds provided under Title XXI only to provide expanded eligibility under the state's Medicaid plan, and continue on to Section 4.

- 3.1. Describe the methods of delivery of the child health assistance using Title XXI funds to targeted low-income children. Include a description of the choice of financing and the methods for assuring delivery of the insurance products and delivery of health care services covered by such products to the enrollees, including any variations. (Section 2102)(a)(4) (42CFR 457.490(a))

Montana's population is approximately 926,865. Of this number, excluding Medicare Advantage Plan enrollees, there are approximately 39,915 HMO certificate holders or approximately 79,830 people receiving health care services through a Health Maintenance Organization (HMO). The low penetration rate for managed care requires that Montana rely primarily on indemnity insurance plans for coverage for CHIP. CHIP offers to contract with indemnity plans willing to meet the contracting criteria. In this way, CHIP hopes to offer clients a choice in the more populated areas of the state. In the areas where an HMO is geographically available, clients will be offered this choice as well. As of November 2005, CHIP contracts with one indemnity plan, Blue Cross Blue Shield of Montana, and no HMOs.

The contracts with the indemnity insurance plan and HMO addresses the following areas: cost sharing, enrollment, marketing, benefits, premiums, provider network, utilization management, quality of care, access to care, member rights, civil rights, and grievance procedures. Contract standards are based on a review of standards from the following sources: National Association of Insurance Commissioners (NAIC) Model Acts, National Committee for Quality Assurance (NCQA) Accreditation Standards, and existing Medicaid contracts.

Montana may vary significantly from provider standards established in other states. Montana is a frontier state characterized in the east by sparsely populated plains and in the west by small clusters of populations separated by mountain ranges. Given the diversity in geography and population density, Montana is unable to use a single distance and/or travel time to gauge adequacy of a provider network. Instead, availability of primary care practitioners and specialists in the normal service delivery area is decided for each town or locale. This has proven successful in our Medicaid PASSPORT program (our primary care case management model) that has been in operation since 1993. We find in a frontier state such as Montana this case-by-case approach is more meaningful to clients who are accustomed to, and often choose to, live extended distances from services.

Essential Community Providers:

The indemnity insurance plan is required to offer a provider network contract to Federally Qualified Health Centers (FQHCs), Rural Health Clinics (RHCs), Title X Family Planning providers, Indian Health Service providers, Tribal Health providers, Urban Indian Centers, Migrant Health Centers and county public health departments who serve CHIP enrollees. The contract must offer terms and conditions at least as favorable as those offered to other entities providing the same or similar services. This provision is only in effect, however, if the afore-named entities substantially meet the same access and credentialing criteria as other contract providers and only for geographic areas jointly served by the entities and the plan.

- 3.2. Describe the utilization controls under the child health assistance provided under the plan for targeted low-income children. Describe the systems designed to ensure that enrollees receiving health care services under the state plan receive only appropriate and medically necessary health care consistent with the benefit package described in the approved state plan. (Section 2102)(a)(4) (42CFR 457.490(b))

The indemnity insurance plan that contracts with CHIP performs primary utilization management functions. Contract standards require a participating insurer to have adequate staff and procedures to ensure services provided to enrollees are medically necessary and appropriate. At a minimum, the plan must address the use of referrals, prior authorizations, and client educational services.

The Plan must comply with requirements of applicable Montana insurance law and rules governing health care quality control.

The plan's physician incentive plans shall include no specific payment directly or indirectly under the plan to a physician or physician group as an inducement to reduce or limit medically necessary benefits furnished to a child with CHIP coverage.

The Plan is required to have an external quality review process.

DPHHS must approve the complaint resolution process for addressing enrollees' complaints and appeals. Upon enrollment, and at least annually thereafter, the plan must inform enrollees of the complaint resolution process. The plan must submit quarterly reports to DPHHS summarizing any complaint handled during the previous quarter. DPHHS must review all contractor complaint decisions.

The plan must submit Healthcare Management Reports on a quarterly basis and the following HEDIS measures on an annual basis: access to primary care, childhood immunization status, adolescent immunization status, well-child visits (in the first 15

months and annually from age three to six) and adolescent well-care visits.

The plan is encouraged to use a primary care provider (PCP) to serve as a child's medical home. The PCP should perform all routine non-emergency care for the child and make necessary arrangements for a child who needs referral to a specialist or hospital. A specialist could serve as a child's primary care provider. The state Medicaid program has extensive experience in using a PCP system and offers technical assistance to insurance plans.

The plans includes in its educational materials for enrollees and providers information about additional services available to children with special health care needs. Examples of these services are the Mental Health Services Plan, Children's Special Health Services (Title V), public health case management services for pregnant women and children, and Part C.

Section 4. Eligibility Standards and Methodology. (Section 2102(b))

☐ **Check here if the state elects to use funds provided under Title XXI only to provide expanded eligibility under the state's Medicaid plan,** and continue on to Section 5.

4.1. The following standards may be used to determine eligibility of targeted low-income children for child health assistance under the plan. Please note whether any of the following standards are used and check all that apply. If applicable, describe the criteria that will be used to apply the standard. (Section 2102)(b)(1)(A)) (42CFR 457.305(a) and 457.320(a))

4.1.1 ☐ **Geographic area served by the Plan:**

4.1.2 ☒ **Age:** The plan is available to children ages zero through eighteen. Coverage for a child will continue through the end of the month of the child's 19th birthday.

4.1.3 ☒ **Income:** Children from families whose adjusted gross income is at or below 150% of the federal poverty level are eligible. Earned (wages, tips, salaries, etc.) and unearned (child support, unemployment, etc.) income will be counted when determining adjusted gross income. Any income excluded by other federal statute will not be counted.

CHIP excludes \$1,440 per year for each family member whose earned-income is counted and \$2,400 per year for each person for whom dependent care is paid

For purposes of determining financial eligibility for CHIP, a family unit consists of:

1. The child for whom the family is applying
2. The natural or adoptive parents of the child
3. The spouse of the child's natural or adoptive parent
4. The child's siblings (natural, adoptive, half, or step) from ages zero through eighteen, with the following exception: If a sibling between ages 19 through 22 is attending school, he or she may be counted in the family unit.
5. The child's (i.e., emancipated minor) spouse

An unmarried emancipated minor who applies for CHIP is considered his or her own family.

Quality Assurance Reviews are completed on applications that qualify for CHIP coverage. Up to ten percent (10%) of the applications are reviewed to ensure families are within the CHIP income guidelines. Proof of income declared on the family's application must be provided within two weeks after the request is sent. A self-addressed stamped envelope is provided for the family's convenience. An applicant must provide documentation of current income, which could include pay stubs, W-2 forms, the most recent income tax return (state or federal), payroll records, an employer's written statement, or an Income and Expense Statement for newly self-employed individuals, etc. When it is determined a family's income exceeds CHIP guidelines, the children are disenrolled or taken off the waiting list. Information about other health care resources is provided to the family. When it is determined a family's income is within Medicaid guidelines and all other Medicaid criteria is met, the children are referred for a Medicaid eligibility determination

- 4.1.4 ☐ Resources (including any standards relating to spend downs and disposition of resources):
- 4.1.5 ☒ Residency: U.S. Citizenship and Montana residency are required. A Montana resident is anyone who declares him-or-herself to live in the state, including migrant and other seasonal workers. The parent is required to certify on the application that the child is a U.S. citizen or Qualified Alien and a Montana resident. Montana follows federal guidelines in determining whether a child is a U.S. citizen or Qualified Alien and eligible for CHIP.
- 4.1.6 ☒ Disability Status (so long as any standard relating to disability status does not restrict eligibility): No child is denied eligibility based on disability status. If the child receives SSI and is eligible for Medicaid, the child is denied coverage because of Medicaid eligibility not for disability status.
- 4.1.7 ☒ Access to or coverage under other health coverage: A child is found ineligible when: 1) the child is covered under a group health plan or under health insurance coverage as defined in section 2791 of the Public Health Service Act; 2) the child is eligible for Medicaid; or 3) the child is eligible to receive health insurance benefits under Montana's state employee benefit plan.
- 4.1.8 ☒ Duration of eligibility: Once a child is determined eligible, he or she remains eligible unless the child moves from the state, moves in-state and CHIP is

unable to locate the family, is eligible for Medicaid, is eligible for the state employee benefit plan, is found to have other creditable health insurance coverage, turns 19, dies, becomes an inmate of a public institution, or the applicant fails to reapply or reapplies and the child is determined ineligible for CHIP. Eligibility is redetermined every 12 months.

- 4.1.9 ☒ Other standards (identify and describe): A Social Security Number (SSN) is required for a child who applies for benefits. Services are not denied or delayed to an otherwise eligible child pending issuance of the child's SSN. The program follows all HIPAA related confidentiality standards and restricts the use or disclosure of information concerning applicants and enrollees to purposes directly connected with administration of the plan.

- 4.2. The state assures that it has made the following findings with respect to the eligibility standards in its plan: (Section 2102)(b)(1)(B)) (42CFR 457.320(b))

4.2.1. ☒ These standards do not discriminate on the basis of diagnosis.

4.2.2. ☒ Within a defined group of covered targeted low-income children, these standards do not cover children of higher income families without covering children with a lower family income.

4.2.3. ☒ These standards do not deny eligibility based on a child having a pre-existing medical condition.

- 4.3. Describe the methods of establishing eligibility and continuing enrollment.
(Section 2102)(b)(2)) (42CFR 457.350)

For several years Montana used a "Universal Application" that allowed families to apply for several children's health coverage programs. Because each program's eligibility criteria is somewhat different from the others, most programs required additional information from families before eligibility could be determined. Effective August 1, 2005, CHIP developed a simplified four-page application to make the application process easier for families. If appropriate, the new application also allows referral to the Children's Mental Health Services, Children's Special Health Services or Medicaid. The simplified application can also be downloaded from CHIP's web site (see www.chip.mt.gov).

Applications are mailed to CHIP directly from families or from agencies or organizations assisting the families in the application process. The following information is collected to establish eligibility:

- Family income
- Family resources exceed the Medicaid resource limit

Model Application Template for the State Children's Health Insurance Program

- Family size
- Each child's name, gender, date of birth, Social Security Number, and relationship to the applicant
- If the child has been covered by other insurance during the month prior to the date of the application
- Child's citizenship and state residency status
- If the child is eligible for health care benefits under the state employee health plan
- The family's work-related dependent care expenses

A child is determined ineligible for CHIP when:

- (1) The child is eligible to receive health coverage benefits under the state employee health plan;
- (2) The child is covered by other creditable insurance as defined in section 2791 of the Public Health Service Act;
- (3) The child is eligible for Medicaid;
- (4) The child is not a U.S. citizen or Qualified Alien as defined under federal statute, or is not a resident of Montana;
- (5) The child applies for CHIP while he or she is a patient in an institution for mental disease (IMD); or
- (6) The child is incarcerated in a penal institution; or
- (7) The child is over 19 years of age.

Applications for children not determined ineligible for CHIP because of the above criteria are compared with the Medicaid financial eligibility tables. If the child appears eligible for Medicaid, CHIP eligibility determination is not completed pending a denial of Medicaid eligibility. The application is forwarded to the family's county Office of Public Assistance for determination of Medicaid eligibility. If the child is ineligible for Medicaid, the OPA will notify CHIP and CHIP completes the child's CHIP eligibility determination.

CHIP performs the following functions as part of the eligibility determination process:

- Log, track and determine application status;
- Process applications;
- Determine eligibility;
- Refer children not CHIP-eligible to Medicaid, Children's Special Health Services, Montana Community Health Centers, the Caring Program or private health plans, as appropriate;
- Staffs a toll-free information number families may call to receive information about CHIP coverage and eligibility;
- Send annual renewal notices to CHIP enrollees;
- Provide support for application and outreach sites;

- Provide a complaint process for applicants;
- Facilitate a smooth transition between different Children's Health Insurance Plan providers and CHIP and Medicaid or CHIP and private insurances;
- Provide eligibility data needed for annual reports; and
- Conducts Quality Assurance Audits.

CHIP screens applicants for Medicaid eligibility. If the family's income and resources suggest probable Medicaid eligibility, CHIP notifies the family. The letter contains a telephone number the family may call for assistance. Families are given a reminder of the importance of applying for Medicaid and the benefits Medicaid provides. Children found to be ineligible for Medicaid will be enrolled in CHIP after receiving a denial letter from Medicaid or if the local Office of Public Assistance notifies CHIP the children are not Medicaid eligible. Children are ineligible for CHIP if their family fails to complete the Medicaid application process or if the children do not meet CHIP eligibility guidelines.

For children whose CHIP eligibility is being renewed and who are determined potentially eligible for Medicaid, CHIP provisional enrollment is provided pending a Medicaid eligibility determination. This ensures the child has health care coverage and allows adequate time for the Medicaid determination process.

Eligibility Determination:

Children ages zero to 19 in families whose countable income is at or below 150% of the federal poverty level are eligible for CHIP if all other eligibility criteria are met. Staff employed by the State of Montana, Department of Public Health and Human Services, makes the eligibility determination at a central location.

State employees at County Offices of Public Assistance perform the final Medicaid eligibility determination, if applicable. The family continues to have the option of seeking application assistance from State employees working with CHIP or Medicaid.

CHIP eligibility is determined within twenty working days of receipt of a completed application. By the 20th working day, a letter is sent to the family notifying them of the children's eligibility status or requesting more information to complete the application process. Applications for children who appear to be Medicaid-eligible will be forwarded to the appropriate county Office of Public Assistance (OPA) by the 20th working day after receipt of the application. Applicants whose children appear potentially eligible for Medicaid are notified that their applications are forwarded to their county OPA.

A. The CHIP application a statement that the application will be sent to the

county Office of Public Assistance to begin the Medicaid application process for children who appear to be Medicaid eligible.

- B. The application is forwarded to the Office of Public Assistance in the county in which the applying family lives. We estimate it takes one or two days for the Postal Service to deliver the application to the appropriate county office.
- C. The time clock for the Medicaid application made on the CHIP application begins when the CHIP office receives the application. The county office processes the application and may contact the family if additional information is required. The same Medicaid eligibility process and time frames are used for these "CHIP referred" families as for all other eligibility determinations. Medicaid eligibility is routinely determined within 45 days of receipt of the application in the county office if the office receives all information necessary to make an eligibility determination.
- D. Simultaneously with the CHIP application being forwarded to the county OPA, a letter is sent to the family. The letter tells the family: 1) the children are potentially eligible for Medicaid; 2) the application was forwarded to the appropriate county OPA for a Medicaid eligibility determination, 3) they must complete the enclosed Medicaid Supplemental Application and return it to their local OPA to facilitate a timely decision, 4) the importance of obtaining health care coverage for children and how Medicaid can assist them, and 5) the telephone number to call if they need more information.

Children who are determined ineligible for Medicaid:

Children who are referred by CHIP and who are subsequently determined ineligible for Medicaid by the county Office of Public Assistance are sent a letter denying Medicaid eligibility. Offices of Public Assistance notify CHIP staff of the Medicaid denial. The children are then usually determined CHIP eligible and either enrolled or placed on the waiting list. CHIP enrollment is subject to available funding.

Enrollment in the Health Plan:

Eligible children are enrolled on the first day of the month after eligibility is determined or a space becomes available. Space is contingent upon the availability of funds. If a child is determined eligible but space is not available, the child's name will be placed on a waiting list. Children are enrolled on a "first come, first served" basis when space becomes available.

Redetermination of Eligibility:

Children eligible for CHIP are continuously eligible unless the child's status changes (see Section 4.1.8). Applicants must complete and submit a renewal application every

twelve months. The renewal application is pre-printed with some information and is sent to the applicant for review and update. If the completed renewal application is not returned, the coverage terminates. Children may reapply for coverage at a later date. Children will not, however, be given preference for coverage and may be placed on the waiting list, if one exists. Enrollment is subject to available funding.

The following is a schedule of renewal mailings sent to families with CHIP coverage for their children.

- About nine and one-half months after children are determined CHIP eligible, a postcard notifies the family a renewal packet will soon be mailed.
- Renewal packets are mailed to families 10 months after children are determined eligible for CHIP.
- Reminder cards are mailed 11 months after children are determined eligible for CHIP, if the renewal packet was not completed and returned to CHIP (30 days before enrollment is scheduled to end).

4.3.1 Describe the state's policies governing enrollment caps and waiting lists (if any).
(Section 2106(b)(7)) (42CFR 457.305(b))

☐ Check here if this section does not apply to your state.

Because Montana has limited state funds with which to enroll children in CHIP, a waiting list was implemented on January 1, 2001. When the maximum number of children was enrolled, the enrollment was capped and a waiting list was established. The waiting list is for children determined eligible for CHIP but for whom space is not available. Children are placed on the waiting list in the order in which they are determined eligible. Applicants are notified in writing if their children are eligible and placed on the waiting list. Applicants are also informed that they can contact CHIP to inquire about their child's position on the waiting list. Spaces become available at the end of each month when enrollment ends for currently enrolled children who:

1. turned age 19;
2. became eligible for Medicaid;
3. became eligible for state employee health insurance;
4. obtained coverage under another insurance;
5. moved out of state;
6. failed to reapply;
7. reapplied but were determined ineligible;
8. moved within the state and CHIP is unable to locate the family; or
9. died.

When space becomes available, children are removed from the waiting list and enrolled in CHIP until all spaces are filled. Applicants are notified in writing when

their children are taken off the waiting list and are enrolled in CHIP. Children are enrolled based on when they are determined eligible.

If space is available for at least one child, families with more than one eligible child on the waiting list will have all children enrolled at the same time. The children will all have the same enrollment date.

A child determined eligible for CHIP, who has a sibling already enrolled in CHIP, will not be placed on the waiting list. The newly eligible child is enrolled the first of the month after the eligibility is determined. The renewal date for the newly eligible child will be the same as those of the currently enrolled sibling.

4.4. Describe the procedures that assure that:

4.4.1. Through the screening procedures used at intake and follow-up eligibility determination, including any periodic redetermination, that only targeted low-income children who are ineligible for Medicaid or not covered under a group health plan or health insurance coverage (including access to a state health benefits plan) are furnished child health assistance under the state child health plan. (Sections 2102(b)(3)(A) and 2110(b)(2)(B)) (42 CFR 457.310(b) (42CFR 457.350(a)(1)) 457.80(c)(3))

CHIP applications ask if a child applying for CHIP was covered by health insurance within the past month. If the answer is yes and the coverage did not end due to one of the allowable exceptions, the child is not eligible for CHIP. The CHIP eligibility and enrollment system is being enhanced to allow staff the ability to extract health insurance coverage information and Montana will be able to monitor and report substitution of coverage in the future.

Montana's high number of families living below 200% FPL and high rate of uninsured children, coupled with Montana's economy, are indicators that Montana's low-income children are uninsured because their parents are unable to afford dependent health insurance. More than 50% of Montana's employers are small employers (less than 50 employees) and most are unable to provide health insurance benefits for their employees. Health insurance plans in Montana give no indication children are moving from private insurance to publicly funded insurance.

Other Creditable Coverage Screening and access to a state health benefit plan:
The Children's Health Insurance Plan application asks the applicant to report any health insurance coverage and access to the state health benefit plan. If the family reports creditable coverage or access to the state health benefit plan, as defined in section 2791 of the Public Health Service Act, the child is found

ineligible for CHIP. The insurance plan contracting with CHIP is required contractually to notify CHIP whenever they have reason to believe an enrollee has other coverage. CHIP staff will investigate and if the child has other creditable insurance coverage, CHIP coverage will end.

- 4.4.2. The Medicaid application and enrollment process is initiated and facilitated for children found through the screening to be potentially eligible for medical assistance under the state Medicaid plan under Title XIX. (Section 2102)(b)(3)(B)) (42CFR 457.350(a)(2))

CHIP staff screens applicants for Medicaid eligibility. If income and resources suggest probable eligibility for Medicaid, their application is forwarded to their county Office of Public Assistance. Written information about Medicaid eligibility, benefits and the application process is included in the letter sent to each applicant whose child(ren) is determined potentially eligible for Medicaid. Children who appear to be Medicaid eligible will only be enrolled in the Children's Health Insurance Plan after they have been denied Medicaid eligibility.

- 4.4.3. The State is taking steps to assist in the enrollment in SCHIP of children determined ineligible for Medicaid. (Sections 2102(a)(1) and (2) and 2102(c)(2)) (42CFR 431.636(b)(4))

When a child is determined ineligible for Medicaid, the OPA notifies the family that CHIP coverage may be available. The OPA notifies CHIP via an electronic report that the child was denied or closed off Medicaid. Upon receipt of the electronic report, CHIP: 1) determines eligibility for the child if the family has an open family span (i.e., submitted a complete CHIP application within the past 12 months), 2) pre-populates and mails the family a CHIP application to complete, or 3) denies CHIP coverage because the family failed to comply with Medicaid eligibility requirements. Upon receipt of a completed CHIP application, CHIP determines whether the child qualifies for CHIP coverage.

- 4.4.4 The insurance provided under the state child health plan does not substitute for coverage under group health plans. Check the appropriate box. (Section 2102)(b)(3)(C)) (42CFR 457.805) (42 CFR 457.810(a)-(c))

- 4.4.4.1. ☒ Coverage provided to children in families at or below 200% FPL: describe the methods of monitoring substitution.

A child is ineligible for CHIP if he or she has been covered under a creditable individual or group health plan during the

month prior to applying for CHIP. If, however, a parent who is providing the primary insurance is fired, laid off, can no longer work because of a disability, has a lapse in insurance coverage because he or she obtains new employment, the employer no longer offers dependent coverage, or the parent dies, the insurance coverage is not accessible (e.g., coverage is through an HMO in another state), or coverage ended because the step parent who provided the coverage and the parent divorced, the one-month waiting period for the Children's Health Insurance Plan will not apply.

4.4.4.2. ☐ Coverage provided to children in families over 200% and up to 250% FPL: describe how substitution is monitored and identify specific strategies to limit substitution if levels become unacceptable.

4.4.4.3. ☐ Coverage provided to children in families above 250% FPL: describe how substitution is monitored and identify specific strategies in place to prevent substitution.

4.4.4.4. ☐ If the state provides coverage under a premium assistance program, describe:

The minimum period without coverage under a group health plan, including any allowable exceptions to the waiting period.

The minimum employer contribution.

The cost-effectiveness determination.

4.4.5 ☒ Child health assistance is provided to targeted low-income children in the state who are American Indian and Alaska Native. (Section 2102)(b)(3)(D)) (42 CFR 457.125(a))

The Children's Health Insurance Plan works directly with tribes, urban Indians, the Indian Health Service, Tribal Health Services, and Urban Indian Centers to inform Native Americans in Montana about CHIP. The insurance plan is required to offer a provider contract to Urban Indian Centers, Indian Health and Tribal Service providers who meet certification qualifications. See Sections 3.1 and 9.9 for more information.

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If any child on an application found eligible for CHIP is identified as Native American or an Alaska Native, there is no cost-sharing for that family. The identification card each child receives from the insurance plan indicates that no co-payment is required when that child receives services. The insurance card does not identify the child as Native American or an Alaska Native.

Section 5. Outreach (Section 2102(c))

Describe the procedures used by the state to accomplish:

Outreach to families of children likely to be eligible for child health assistance or other public or private health coverage to inform them of the availability of the programs, and to assist them in enrolling their children in such a program: (Section 2102(c)(1)) (42CFR 457.90)

A media campaign to reach families with children potentially eligible for CHIP will be conducted in early 2006. Media message commercials will be broadcast on radio and television and news releases published in daily and weekly newspapers, specialty publications and professional association newsletters. Additionally, many CHIP providers display CHIP applications in their waiting rooms.

Assumptions about the target population for CHIP are based on the experience of the Montana Medicaid Program, the Caring Program for Children, and social services and health care agencies and providers. For an audience consisting of families with a variety of financial needs, CHIP must appeal both to those who have regular interaction with human service agencies, and to working low-income families who traditionally avoid government programs. Outreach efforts for the Children's Health Insurance Plan emphasize this is a low-cost private health insurance plan that is a collaborative effort between families and the state and federal governments to ensure children receive health care.

Direct Appeal to Eligible Families through Press Releases, Public Service Announcements, Brochures, Posters, and Videos:

Radio and television public service announcements are aired about CHIP. A toll-free number to call for more information is featured in the public service announcements, printed materials, and press releases. Occasional news releases are sent to the media about the increased insurance coverage available to children. Radio stations, TV and cable stations, Montana daily and weekly newspapers, and specialty publications and newsletters for professional associations in children's health care, parenting, day care, and education receive the press releases and news items.

Outreach methods, other than written materials, are employed whenever possible. All outreach materials prominently feature CHIP's toll-free telephone number. Callers to the toll-free number speak to a customer service representative or leave their name and address to receive an application. Brochures and posters are prominently displayed in locations frequented by low-income families with children.

Outreach through Schools:

CHIP collaborates with Healthy Mothers Healthy Babies (Covering Kids grantee) and

the Office of Public Instruction to conduct back-to-school enrollment campaigns in school districts statewide. CHIP information is sent to schools to help conduct CHIP outreach. School counselors are an important part of school-based outreach. Articles and information in school newspapers is another way to reach families. CHIP works with the Free-and-Reduced School Lunch Programs to distribute CHIP and Medicaid information to families.

Outreach through Collaboration with Local Agencies, Grassroots Organizations, and Providers:

Outreach training sessions on CHIP eligibility are provided to a variety of staff including: county public health departments, county social services, WIC coordinators, county public assistance offices, family resource centers, churches, the program for Children with Special Health Care Needs, community-centered boards of grassroots organizations, Child Care Resource and Referral agencies, tribal health and social services staff, and Head Start.

Outreach for CHIP and Medicaid is conducted through DPHHS home visits and case management programs. Home visitors give CHIP and Medicaid program information and answer questions from pregnant women, parents and families.

CHIP works with Native American leaders, both urban and reservation, to develop specific outreach activities for this population.

Outreach through Collaboration with Statewide Maternal Child Health Organizations:

CHIP staff members operate the Maternal Child Health (MCH) toll-free help line which dispenses information about MCH programs, CHIP and other health coverage programs and resources.

The Montana Council for Maternal and Child Health did a series of community forums where family health care issues were discussed. They prominently featured CHIP in these forums.

CHIP applications are available to families at FQHCs, community health and public health centers, IHS tribal sites, county Offices of Public Assistance, WIC offices, medical providers' offices, numerous community locations, and on the Internet at www.chip.mt.gov. While many of these sites have personnel or advocates available to assist families in completing the application, the eligibility determination is not actually performed at these sites.

The Health Care Resources Bureau includes CHIP staff that work closely with the Family and Community Health Bureau, which administers Montana's MCH Title V Block Grant. The two bureaus ensure maximum coordination between programs.

Section 6. Coverage Requirements for Children's Health Insurance (Section 2103)

☐

Check here if the state elects to use funds provided under Title XXI only to provide expanded eligibility under the state's Medicaid plan, and continue on to Section 7.

6.1. The state elects to provide the following forms of coverage to children:
(Check all that apply.) (42CFR 457.410(a))

6.1.1. ☐ Benchmark coverage; (Section 2103(a)(1) and 42 CFR 457.420)

6.1.1.1. ☐ FEHBP-equivalent coverage; (Section 2103(b)(1))
(If checked, attach copy of the plan.)

6.1.1.2. ☐ State employee coverage; (Section 2103(b)(2)) (If checked, identify the plan and attach a copy of the benefits description.)

6.1.1.3. ☐ HMO with largest insured commercial enrollment (Section 2103(b)(3)) (If checked, identify the plan and attach a copy of the benefits description.)

6.1.2. ☒ Benchmark-equivalent coverage; (Section 2103(a)(2) and 42 CFR 457.430)
Specify the coverage, including the amount, scope and duration of each service, as well as any exclusions or limitations. Please attach a signed actuarial report that meets the requirements specified in 42 CFR 457.431. **See instructions.**

Montana's CHIP continues to offer benchmark-equivalent coverage of Montana state employee health insurance. The actuarial report and

supporting documentation were submitted with the state plan amendment dated August 1, 2000, and remain unchanged

6.1.3. ☐ Existing Comprehensive State-Based Coverage; (Section 2103(a)(3) and 42 CFR 457.440) [Only applicable to New York; Florida; Pennsylvania] Please attach a description of the benefits package, administration, date of enactment. If ☐existing comprehensive state-based coverage☐ is modified, please provide an actuarial opinion documenting that the actuarial value of the modification is greater than the value as of 8/5/97 or one of the benchmark plans. Describe the fiscal year 1996 state expenditures for ☐existing comprehensive state-based coverage.☐

6.1.4. ☐ Secretary-Approved Coverage. (Section 2103(a)(4)) (42 CFR 457.450)

6.1.4.1. ☐ Coverage the same as Medicaid State plan

6.1.4.2. ☐ Comprehensive coverage for children under a Medicaid Section 1115 demonstration project

6.1.4.3. ☐ Coverage that either includes the full EPSDT benefit or that the state has extended to the entire Medicaid population

6.1.4.4. ☐ Coverage that includes benchmark coverage plus additional coverage

6.1.4.5. ☐ Coverage that is the same as defined by ☐existing comprehensive state-based coverage☐

6.1.4.6. ☐ Coverage under a group health plan that is substantially equivalent to or greater than benchmark coverage through a benefit by benefit comparison (Please provide a sample of how the comparison will be done)

6.1.4.7. ☐ Other (Describe)

6.2. The state elects to provide the following forms of coverage to children: (Check all that apply. If an item is checked, describe the coverage with respect to the amount, duration and scope of services covered, as well as any exclusions or limitations) (Section 2110(a)) (42CFR 457.490)

The following statements apply to all services covered in this section (6.2):

1. There are no pre-existing condition limitations.
2. Experimental procedures, custodial care, personal comfort, hygiene, or convenience items that are not primarily medical in nature, whirlpools, organ and tissue transplants, TMJ treatment, treatment for obesity, acupuncture, biofeedback, chiropractic services, elective abortions, in vitro fertilization,

gamete or zygote intrafallopian transfer, artificial insemination, reversal of voluntary sterilization, transsexual surgery, fertility enhancing treatment beyond diagnosis, cosmetic surgery, radial keratotomy, private duty nursing, treatment for which another coverage such as workers compensation is responsible, routine foot care, services for members confined in criminal justice institutions, and any treatment not medically necessary are not covered benefits. These exclusions are in addition to any exclusion noted in the individual coverage descriptions.

3. A \$1 million lifetime maximum benefit coverage per insured person per health plan applies.

- 6.2.1. ☒ Inpatient services (Section 2110(a)(1)): Semi-private room; intensive and coronary care units; general nursing; drugs; oxygen; blood transfusions; laboratory; imaging services; physical, speech, occupational, heat, and inhalation therapy; operating, recovery, birthing and delivery rooms; routine and intensive nursery care for newborns; and other medically necessary services and supplies for treatment of injury or illness are covered.

Coverage of postpartum care for at least forty-eight hours for vaginal delivery and ninety-six hours for cesarean section is guaranteed.

Services for mental and chemical dependency disorders are outlined in Sections 6.2.10 and 6.2.18.

Organ and tissue transplants are not covered.

- 6.2.2. ☒ Outpatient services (Section 2110(a)(2)): All services described in 6.2.1 which are provided on an outpatient basis in a hospital (including but not limited to observation beds and partial hospitalization services) or ambulatory surgical center; chemotherapy; emergency room services for surgery, accident or medical emergency; and other services for diagnostic or outpatient treatment of a medical condition, accident, or illness are covered.

Services for mental and chemical dependency disorders are outlined in Sections 6.2.11 and 6.2.19.

- 6.2.3. ☒ Physician services (Section 2110(a)(3)): Office, clinic, home, outpatient surgical center and hospital treatment for a medical condition, accident, or illness by a physician, naturopathic physician or advance-practice

registered nurse are covered.

Well-child, well-baby, and immunization services as recommended by the American Academy of Pediatrics are covered.

Routine physicals for sports, employment, or required by a government authority are covered.

Anesthesia services rendered by a physician anesthesiologist (other than the attending physician or assistant) or by a nurse anesthetist are covered provided that surgical and/or hospital benefits are also covered. Hypnosis, local anesthesia (unless it is included as part of a global procedure charge), and consultations prior to surgery are not covered.

- 6.2.4. ☒ Surgical services (Section 2110(a)(4)): Covered as described in 6.2.1, 6.2.2, and 6.2.3. In addition, professional services rendered by a physician, surgeon, or doctor of dental surgery for treatment of a fractured jaw or other accidental injury to sound natural teeth and gums are covered.

Organ and tissue transplants are not covered.

- 6.2.5. ☒ Clinic services (including health center services) and other ambulatory health care services: Covered as described for other services described in this Section (6.2).

- 6.2.6. ☒ Prescription drugs (Section 2110(a)(6)): Coverage includes drugs prescribed by a practitioner acting within the scope of his or her practice. Chemotherapy drugs approved for use in humans by the U.S. Food and Drug Administration, vaccines, and drugs needed after an organ or tissue transplant are covered.

Birth control contraceptives are not covered.

The contractor must use the Medicaid formulary if it chooses to employ a formulary and must notify enrollees and providers which prescription drugs are covered.

Prescribed diabetic equipment and supplies including insulin, syringes, injection aids, devices for self-monitoring of glucose levels (including

those for the visually impaired), test strips, visual reading and urine test strips, one insulin pump for the warranty period, accessories to insulin pumps, glucagons emergency kits, and one prescriptive oral agent for controlling blood sugar levels for each class of drug approved by the United States Food and Drug Administration are covered as a prescription drug.

Prenatal vitamins, and medical foods for the treatment of inborn errors of metabolism that involve amino acid, carbohydrate, and fat metabolism, and for which medically standard methods of diagnosis, treatment, and monitoring exist, are covered.

Food supplements and vitamins (with the exception of prenatal vitamins), whether or not requiring a written prescription, are not covered.

6.2.7. ☐ Over-the-counter medications (Section 2110(a)(7)):

6.2.8. ☒ Laboratory and radiological services (Section 2110(a)(8)): Coverage includes imaging and laboratory services for diagnostic or therapeutic purposes due to accident, illness, or medical condition that are not described elsewhere in this section (6.2).

X-ray, radium, and radioactive isotope therapy are covered.

6.2.9. ☒ Prenatal care and pre-pregnancy family services and supplies (Section 2110(a)(9)): Prenatal care is covered as described for other medical conditions in this Section (6.2). Pre-pregnancy family planning services are covered. Birth control contraceptives are not covered.

Medical or surgical treatment to reverse surgically induced infertility; fertility enhancing procedures beyond diagnosis; and sex change operations are not covered.

6.2.10. ☒ Inpatient mental health services, other than services described in 6.2.18, but including services furnished in a state-operated mental hospital and including residential or other 24-hour therapeutically planned structural services (Section 2110(a)(10)):

CHIP covers up to twenty-one days of inpatient mental health benefits per benefit year. Partial hospitalization services may be exchanged for inpatient days at a rate of two partial treatment days for one inpatient

day. A partial hospitalization program operated by a hospital must comply with the standards for a partial hospitalization program published by the American Association for Partial Hospitalization.

CHIP enrollees with the following disorders are not subject to a limit on covered inpatient mental health benefits provided by CHIP: schizophrenia, schizoaffective disorder, bipolar disorder, major depression, panic disorder, obsessive-compulsive disorder, and autism.

Children insured with CHIP will continue to receive the following mental health benefits: prescription drugs, outpatient and inpatient services as outlined in this section and 6.2.11.

CHIP mental health coverage remains equivalent to the actuarial analysis included in the original state plan and approved on September 11, 1998.

- 6.2.11. ☒ Outpatient mental health services, other than services described in 6.2.19, but including services furnished in a state-operated mental hospital and including community-based services (**Section 2110(a)(11)**):

Professional outpatient services up to a maximum of twenty visits per year will be paid through the insurance plan. Partial hospitalization services are paid as described in section 6.2.10.

CHIP enrollees with the following disorders are not subject to a limit on covered outpatient mental health benefits provided by CHIP: schizophrenia, schizoaffective disorder, bipolar disorder, major depression, panic disorder, obsessive-compulsive disorder, and autism.

CHIP mental health coverage remains equivalent to the actuarial analysis included in the original state plan that approved on September 11, 1998.

CHIP enrollees who have been diagnosed as seriously emotionally disturbed (SED) may receive extended mental health services beyond coverage provided under the basic CHIP plan. Extended services include:

- 1) 30 days per benefit year of therapeutic group home services (including room and board).
- 2) 30 days per benefit year of therapeutic family services (moderate level including in the child's home).
- 3) 120 hours per benefit year for day treatment;

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- 4) 120 hours per benefit year for Community Based Psychiatric Rehabilitation and Support (CBPRS);
- 5) 30 visits per benefit year of individual or family therapy (for child, child with parent, or parent without the child) after CHIP basic plan benefits have been exhausted; and
- 6) 144 hours per benefit year of respite care.

- 6.2.12. ☐ Durable medical equipment and other medically-related or remedial devices (such as prosthetic devices, implants, eyeglasses, hearing aids, dental devices, and adaptive devices) (Section 2110(a)(12))
- 6.2.13. ☐ Disposable medical supplies (Section 2110(a)(13))
- 6.2.14. ☐ Home and community-based health care services (See instructions) (Section 2110(a)(14))
- 6.2.15. ☐ Nursing care services (See instructions) (Section 2110(a)(15))
- 6.2.16. ☒ Abortion only if necessary to save the life of the mother or if the pregnancy is the result of an act of rape or incest (Section 2110(a)(16))
- 6.2.17. ☒ Dental services (Section 2110(a)(17)):

Each CHIP enrollee may receive up to \$412 in dental services each benefit year (October 1 through September 30). CHIP dental services are not included in the benefits provided by the insurance plan.

DPHHS pays dental services, on a fee-for-service basis. The State of Montana contracts directly with dentists who participate in CHIP. All services are included except: Maxillofacial surgeries and prosthetics, dental implants, surgical procedures, treatment of fractures, and orthodontia. There are no copayments for dental services.

- 6.2.18. ☒ Inpatient substance abuse treatment services and residential substance abuse treatment services (Section 2110(a)(18)):

The combined benefit for inpatient and outpatient treatment for alcoholism and drug addiction, excluding costs for medical detoxification, is subject to a minimum benefit of \$6000 in a 12-month period, until a lifetime inpatient maximum benefit of \$12,000 is met, after which the annual benefit may be reduced to \$2,000. Costs for medical detoxification treatment are paid the same as any other illness and are not subject to the lifetime limits.

- 6.2.19. ☒ Outpatient substance abuse treatment services (Section 2110(a)(19)):

The combined benefit for inpatient and outpatient treatment for alcoholism and drug addiction, excluding costs for medical detoxification, is subject to a minimum benefit of \$6000 in a 12-month period, until a lifetime inpatient maximum benefit of \$12,000 is met, after which the annual benefit may be reduced to \$2,000. Costs for medical detoxification treatment are paid the same as any other illness and are not subject to the lifetime limits.

- 6.2.20. ☐ Case management services (Section 2110(a)(20))
- 6.2.21. ☐ Care coordination services (Section 2110(a)(21))
- 6.2.22. ☒ Physical therapy, occupational therapy, and services for individuals with speech, hearing, and language disorders (Section 2110(a)(22))
- 6.2.23. ☐ Hospice care (Section 2110(a)(23))
- 6.2.24. ☒ Any other medical, diagnostic, screening, preventive, restorative, remedial, therapeutic, or rehabilitative services. (See instructions) (Section 2110(a)(24)):

Vision Services and Medical Eye Care—Services for the medical treatment of diseases or injury to the eye by a licensed physician or optometrist working within the scope of his or her license are covered. Vision exams and eyeglass dispensing fees are covered.

Eyeglasses are provided by a bulk-purchasing contractor and reimbursed directly by the State of Montana, Department of Public Health and Human Services. Eyeglasses are not covered by the insurance plan.

Audiological Services—Hearing exams, including newborn hearing screens in a hospital or outpatient setting, are covered. Coverage includes assessment and diagnosis. Hearing aides are not covered.

- 6.2.25. ☐ Premiums for private health care insurance coverage (Section 2110(a)(25))
- 6.2.26. ☐ Medical transportation (Section 2110(a)(26))
- 6.2.27. ☐ Enabling services (such as transportation, translation, and outreach services) (See instructions) (Section 2110(a)(27))
- 6.2.28. ☐ Any other health care services or items specified by the Secretary and not included under this section (Section 2110(a)(28))

6.3 The state assures that, with respect to pre-existing medical conditions, one of the following

two statements applies to its plan: (42CFR 457.480)

- 6.3.1. ☒ The state shall not permit the imposition of any pre-existing medical condition exclusion for covered services (Section 2102(b)(1)(B)(ii)); **OR**
- 6.3.2. ☐ The state contracts with a group health plan or group health insurance coverage, or contracts with a group health plan to provide family coverage under a waiver (see Section 6.4.2. of the template). Pre-existing medical conditions are permitted to the extent allowed by HIPAA/ERISA (Section 2103(f)). Please describe: *Previously 8.6*

6.4 **Additional Purchase Options.** If the state wishes to provide services under the plan through cost effective alternatives or the purchase of family coverage, it must request the appropriate option. To be approved, the state must address the following: (Section 2105(c)(2) and(3)) (42 CFR 457.1005 and 457.1010)

- 6.4.1. ☐ **Cost Effective Coverage.** Payment may be made to a state in excess of the 10% limitation on use of funds for payments for: 1) other child health assistance for targeted low-income children; 2) expenditures for health services initiatives under the plan for improving the health of children (including targeted low-income children and other low-income children); 3) expenditures for outreach activities as provided in section 2102(c)(1) under the plan; and 4) other reasonable costs incurred by the state to administer the plan, if it demonstrates the following (42CFR 457.1005(a)):

6.4.1.1. Coverage provided to targeted low-income children through such expenditures must meet the coverage requirements above; **Describe the coverage provided by the alternative delivery system. The state may cross reference section 6.2.1 - 6.2.28.** (Section 2105(c)(2)(B)(i)) (42CFR 457.1005(b))

6.4.1.2. The cost of such coverage must not be greater, on an average per child basis, than the cost of coverage that would otherwise be provided for the coverage described above.; **Describe the cost of such coverage on an average per child basis.** (Section 2105(c)(2)(B)(ii)) (42CFR 457.1005(b))

6.4.1.3. The coverage must be provided through the use of a community-based health delivery system, such as through contracts with health centers receiving funds under section 330 of the Public Health Service Act or with hospitals such as those that receive disproportionate share payment adjustments under

section 1886(c)(5)(F) or 1923 of the Social Security Act.
Describe the community-based delivery system. (Section 2105(c)(2)(B)(iii)) (42CFR 457.1005(a))

- 6.4.2. ☐ **Purchase of Family Coverage.** Describe the plan to purchase family coverage. Payment may be made to a state for the purpose of family coverage under a group health plan or health insurance coverage that includes coverage of targeted low-income children, if it demonstrates the following: (Section 2105(c)(3)) (42CFR 457.1010)
- 6.4.2.1. Purchase of family coverage is cost-effective relative to the amounts that the state would have paid to obtain comparable coverage only of the targeted low-income children involved; and **(Describe the associated costs for purchasing the family coverage relative to the coverage for the low income children.)** (Section 2105(c)(3)(A)) (42CFR 457.1010(a))
- 6.4.2.2. The state assures that the family coverage would not otherwise substitute for health insurance coverage that would be provided to such children but for the purchase of family coverage. (Section 2105(c)(3)(B)) (42CFR 457.1010(b))
- 6.4.2.3. The state assures that the coverage for the family otherwise meets title XXI requirements. (42CFR 457.1010(c))

Section 7. Quality and Appropriateness of Care

☐ **Check here if the state elects to use funds provided under Title XXI only to provide expanded eligibility under the state's Medicaid plan, and continue on to Section 8.**

- 7.1. Describe the methods (including external and internal monitoring) used to assure the quality and appropriateness of care, particularly with respect to well-baby care, well-child care, and immunizations provided under the plan. (2102(a)(7)(A)) (42CFR 457.495(a))

Will the state utilize any of the following tools to assure quality?
(Check all that apply and describe the activities for any categories utilized.)

- 7.1.1. ☐ Quality standards
7.1.2. ☒ Performance measurement
7.1.3. ☒ Information strategies
7.1.4. ☐ Quality improvement strategies

The low penetration rate for managed care, our sparse population, and lack of national accreditation for our HMOs necessitate that Montana choose quality and appropriateness standards applicable to both HMO and indemnity insurance plans. Medicaid and CHIP management staff are interested in assuring both programs adhere to continuity and comparability between the measures used. Medicaid currently uses HEDIS measures for its Primary Care Case Management Program (PASSPORT). For these reasons, CHIP uses HEDIS performance measurements to evaluate care effectiveness for CHIP enrollees.

Contracts with insurance plans require the plans to collect and report HEDIS data and utilization reports. The following is a list of required measures and required reports:

HEDIS

- Childhood immunization status
- Adolescent immunization status
- Children's access to primary care providers
- Well-child visits in the first fifteen months of life
- Well-child visits in the third, fourth, fifth, and sixth year of life
- Adolescent well care visits
- Use of appropriate medications for children with asthma
- Mental Health Utilization – Percentage of children receiving inpatient, intermediate care and ambulatory services

- Chemical Dependency Utilization – Percentage of children receiving inpatient, intermediate and ambulatory services
- Ambulatory care – Emergency department visits
- Appropriate treatment of children with upper respiratory infection
- Appropriate testing for children with pharyngitis

Utilization Reports

- Healthcare Experience Profile
- Summary Experience Report
- Summary Savings Report
- Statistical Analysis
- Variance Analysis
- Total Contracts by Benefit Option/Contract Type/Employee Status
-
- Vision Utilization by Benefit Category
- Pharmacy Utilization
- Third Party Drug Claims by Therapeutic Group
- Claims Distribution Analysis
- Large Claims Analysis
- Large Claims per Individual
- Utilization by Major Diagnosis Category
- Inpatient Utilization by Principal Disease Category
- Utilization for Top 15 Inpatient Surgeries
- Outpatient Utilization by Service Type
- Utilization for Top 15 Outpatient Surgeries
-

CHIP uses these performance measures, HEDIS, utilization and complaint data to evaluate a health plan's performance.

Consumer education tools ensure CHIP enrollees have adequate information to negotiate plan enrollment. CHIP staff approve the member handbook to assure that benefit, provider network, and complaint procedures are communicated effectively. Other consumer education materials are being developed as part of CHIP's quality assurance program and based on performance measures' results.

CHIP newsletters are sent to families with enrolled children or children on the waiting list. The newsletters are mailed quarterly and provide information about CHIP coverage and encourage the use of preventive

health services.

7.2. Describe the methods used, including monitoring, to assure: **(2102(a)(7)(B)) (42CFR 457.495)**

7.2.1 Access to well-baby care, well-child care, well-adolescent care and childhood and adolescent immunizations. **(Section 2102(a)(7)) (42CFR 457.495(a))**

The contract with the insurance plan requires the plan to collect and report the following required HEDIS measures.

HEDIS

- Childhood immunization status
- Adolescent immunization status
- Children's access to primary care providers
- Well-baby visits in the first fifteen months of life
- Well-child visits in the third, fourth, fifth, and sixth year of life
- Adolescent well care visits
- Use of appropriate medications for children with asthma
- Mental Health Utilization – Percentage of children receiving inpatient, intermediate care and ambulatory services
- Chemical Dependency Utilization – Percentage of children receiving inpatient, intermediate and ambulatory services
- Ambulatory care – Emergency department visits
- Appropriate treatment of children with upper respiratory infection
- Appropriate testing for children with pharyngitis
-

7.2.2 Access to covered services, including emergency services as defined in 42 CFR 457.10. **(Section 2102(a)(7)) 42CFR 457.495(b))**

Access Assurance for Care Delivered through Insurers and the CHIP Provider Network:

Access to services is measured by evaluating and monitoring the adequacy of provider networks and by analyzing the results of complaint data and performance measures. Provider network analysis looks at the number and types of physicians and non-physician providers of health care for children, their locations, and their hours. The indemnity insurance provider is required to produce a provider network access plan for CHIP. DPHHS staff evaluates this network as described in Section 3.1. CHIP staff also annually evaluates access-related performance measures such as access-related complaints and access to primary care physicians (HEDIS).

Emergency Services Access:

Contracts with insurance plans specify that insurance plans may not require prior authorization for emergency medical conditions. An emergency medical condition is defined as a medical condition manifesting itself by acute symptoms of sufficient severity (including severe pain) such that a prudent layperson, who possesses an average knowledge of health and medicine, could reasonably expect the absence of immediate medical attention to result in:

- placing the health of the child (or, with respect to a pregnant woman, the health of the woman or her unborn child) in serious jeopardy,
- serious impairment to bodily functions, or
- serious dysfunction of any bodily organ or part.

Access to emergency services will be monitored by analysis of complaint data and utilization data.

- 7.2.3 Appropriate and timely procedures to monitor and treat enrollees with chronic, complex, or serious medical conditions, including access to an adequate number of visits to specialists experienced in treating the specific medical condition and access to out-of-network providers when the network is not adequate for the enrollee's medical condition. (Section 2102(a)(7)) (42CFR 457.495(c))

The DPHHS contract with the insurance plan requires medically appropriate second opinions, which may include major diagnoses or courses of treatment, as a covered benefit. The plan is also required to have a system to assure prompt referrals for medically necessary, specialty, secondary, and tertiary care.

- 7.2.4 Decisions related to the prior authorization of health services are completed in accordance with state law **or**, in accordance with the medical needs of the patient, within 14 days after the receipt of a request for services. (Section 2102(a)(7)) (42CFR 457.495(d))

Decisions related to the prior authorization of health services are completed in accordance with the medical needs of the patient, within 14 days after the receipt of a request for services. The insurance plan aims for a turnaround time of five (5) days.

Section 8. Cost Sharing and Payment (Section 2103(e))

☐ **Check here if the state elects to use funds provided under Title XXI only to provide expanded eligibility under the state's Medicaid plan, and continue on to Section 9.**

8.1. Is cost-sharing imposed on any of the children covered under the plan? (42CFR 457.505)

8.1.1. ☒ YES

8.1.2. ☐ NO, skip to question 8.8.

8.2. Describe the amount of cost-sharing, any sliding scale based on income, the group or groups of enrollees that may be subject to the charge and the service for which the charge is imposed or time period for the charge, as appropriate.

(Section 2103(e)(1)(A)) (42CFR 457.505(a), 457.510(b) &(c), 457.515(a)&(c))

8.2.1. Premiums: None

8.2.2. Deductibles: None

8.2.3. Coinsurance: None

Copayments:

- A) No co-payment is assessed for families with household incomes equal to or less than 100% of the federal poverty level.
- B) For families with household incomes above 100% of the federal poverty level, the following co-payments will apply:

Benefit	Co-payment
Inpatient hospital services (includes hospitalization for physical, mental and substance abuse reasons)	\$25 per visit
Emergency room visit	\$5 per visit
Outpatient hospital visit (includes outpatient treatment for physical, mental, and substance abuse reasons. Excludes outpatient visits for X-ray or laboratory services only)	\$5 per visit
Physician, naturopathic physician, mid-level practitioner, advanced-practice registered nurse, optometrist, audiologist, mental health professional, or substance abuse counselor services (excludes dental, pathology, radiology, or anesthesiology services)	\$3 per visit
Outpatient prescription drugs—generic	\$3 per prescription

Model Application Template for the State Children's Health Insurance Program

Outpatient prescription drugs—brand-name	\$5 per prescription
No co-payment applies to well-baby or well-child care, including age-appropriate immunizations.	
Co-payments arrears capped at \$215 per family per year. Co-payments are tracked by the insurance company and communicated to families on their statement of benefits paid.	

8.2.4. Other: None

- 8.3. Describe how the public will be notified, including the public schedule, of this cost sharing (including the cumulative maximum) and changes to these amounts and any differences based on income. (Section 2103(e)((1)(B)) (42CFR 457.505(b))

A description of cost sharing (including the cumulative maximum) is contained in the CHIP outreach and educational materials, distributed to the general public. This information is contained in the Enrollee Handbook and on the ID cards families receive from their insurance plan. It is included in the insurance plan's contract with providers.

CHIP informs enrollees, applicants, providers and the general public of changes to cost sharing by revisions to the above-mentioned documents and revision of the Administrative Rules of Montana (ARMs).

Prior public notice of proposed changes will be provided in a form and manner provided under applicable State law. Public notice will be published prior to the requested effective date of the change.

- 8.4. The state assures that it has made the following findings with respect to the cost sharing in its plan: (Section 2103(e))

- 8.4.1. ☒ Cost sharing does not favor children from higher income families over lower income families. (Section 2103(e)(1)(B)) (42CFR 457.530)
- 8.4.2. ☒ No cost sharing applies to well-baby and well-child care, including age-appropriate immunizations. (Section 2103(e)(2)) (42CFR 457.520)
- 8.4.3. ☒ No additional cost sharing applies to the costs of emergency medical services delivered outside the network. (Section 2103(e)(1)(A)) (42CFR 457.515(f))

- 8.5. Describe how the state will ensure that the annual aggregate cost sharing for a family does not exceed 5 percent of such family's income for the length of the child's eligibility period in the State. Include a description of the procedures that do not

primarily rely on a refund given by the state for overpayment by an enrollee: (Section 2103(e)(3)(B)) (42CFR 457.560(b) and 457.505(e))

The insurance card each child receives from the insurance plan indicates whether or not a child has a co-payment when services are used. Families with incomes equal to or less than 100% of poverty have no co-payment requirement and have an insurance card for each child that clearly states that no co-payment is required when the child receives services.

When a family is required to make co-payments, the insurance plan accumulates the co-payments charged to the family. When the \$215 annual family maximum is reached, the insurance plan sends the family a letter indicating that the maximum co-payment has been met and a co-payment is not required for the remainder of the benefit year. The letter must be presented to medical providers and pharmacies to show the maximum co-payment for the benefit year has been satisfied.

CHIP enrollment materials notify families how to recoup any excess co-payments they have paid. A letter with the same information is sent to the family when they have incurred \$215 in co-payments. Families charged more than \$215 in co-payments must submit co-payment receipts to CHIP. CHIP reimburses the family for any excess co-payment.

- 8.6 Describe the procedures the state will use to ensure American Indian (as defined by the Indian Health Care Improvement Act of 1976) and Alaska Native children will be excluded from cost sharing. (Section 2103(b)(3)(D)) (42CFR 457.535)

DPHHS contracts with health plans require that families with Native American or Alaska Native children have no co-payment when services are used. Insurance ID cards for these families state that co-payments are not required.

- 8.7 Please provide a description of the consequences for an enrollee or applicant who does not pay a charge. (42CFR 457.570 and 457.505(c))

- 8.7.1 Please provide an assurance that the following disenrollment protections are being applied:

☐ State has established a process that gives enrollees reasonable notice of and an opportunity to pay past due premiums, co-payments, coinsurance, deductibles or similar fees prior to disenrollment. (42CFR 457.570(a))

Not Applicable - Enrollees are not disenrolled for non-payment for cost sharing charges.

- ☐ The disenrollment process affords the enrollee an opportunity to show that the enrollee's family income has declined prior to disenrollment for non payment of cost-sharing charges. (42CFR 457.570(b))

Not Applicable - Enrollees are not disenrolled for non-payment for cost sharing charges.

- ☐ In the instance mentioned above, that the state will facilitate enrolling the child in Medicaid or adjust the child's cost-sharing category as appropriate. (42CFR 457.570(b))

Not Applicable - Enrollees are not disenrolled for non-payment for cost sharing charges.

- ☒ The state provides the enrollee with an opportunity for an impartial review to address disenrollment from the program. (42CFR 457.570(c))

A Fair Hearing is granted to any CHIP to enrollee or guardian when an adverse action results in disenrollment. (refer to Section 12.1 for additional detail.)

Enrollees are not disenrolled for non-payment for cost sharing charges. Enrollees are disenrolled only for the following reasons:

- Turning 19 years old;
- Permanently moving from Montana;
- Obtaining other health insurance;
- Becoming eligible for State of Montana employee health insurance;
- Becoming eligible for Medicaid;
- Being incarcerated; or
- CHIP unable to contact the enrollee after repeated attempts by mail and telephone when mail is returned.

- 8.8 The state assures that it has made the following findings with respect to the payment aspects of its plan: (Section 2103(e))

- 8.8.1. ☒ No Federal funds will be used toward state matching requirements. (Section 2105(c)(4)) (42CFR 457.220)

- 8.8.2. ☒ No cost sharing (including premiums, deductibles, copays, coinsurance and all other types) will be used toward state matching requirements. (Section 2105(c)(5) (42CFR 457.224) (Previously 8.4.5)

8.8.3. ☒ No funds under this title will be used for coverage if a private insurer would have

been obligated to provide such assistance except for a provision limiting this obligation because the child is eligible under the this title. (Section 2105(c)(6)(A)) (42CFR 457.626(a)(1))

8.8.4. ☒ Income and resource standards and methodologies for determining Medicaid eligibility are not more restrictive than those applied as of June 1, 1997. (Section 2105(d)(1)) (42CFR 457.622(b)(5))

8.8.5. ☒ No funds provided under this title or coverage funded by this title will include coverage of abortion except if necessary to save the life of the mother or if the pregnancy is the result of an act of rape or incest. (Section 2105)(c)(7)(B)) (42CFR 457.475)

8.8.6. ☒ No funds provided under this title will be used to pay for any abortion or to assist in the purchase, in whole or in part, for coverage that includes abortion (except as described above). (Section 2105)(c)(7)(A)) (42CFR 457.475)

Section 9. Strategic Objectives and Performance Goals and Plan Administration (Section 2107)

- 9.1. Describe strategic objectives for increasing the extent of creditable health coverage among targeted low-income children and other low-income children: (Section 2107(a)(2)) (42CFR 457.710(b))

Montana's strategic objectives are to:

1. Improve the health status of children covered by CHIP with a focus on preventive and early primary treatment.
2. Increase the proportion of children who are insured and reduce the financial barriers to affordable health care coverage.
3. Prevent "crowd out" of employer coverage.
4. Coordinate and consolidate with other health care programs providing services to children to create a seamless health care delivery system for low-income children.
5. Increase the enrollment of currently eligible, but non-participating children in the Medicaid program.

- 9.2. Specify one or more performance goals for each strategic objective identified: (Section 2107(a)(3)) (42CFR 457.710(c))

1. Improve health status of children covered by the CHIP program with a focus on preventive and early primary treatment.
Performance goals:
 - Immunization rates for enrolled children under two years of age will exceed the year 1 baseline measures by 5%.
 - Immunization rates for enrolled children who are thirteen years old will exceed the year 1 baseline measures by 5%.
 - Well-child visits for enrolled children under fifteen months will exceed the year 1 baseline measures by 5%.
 - Well-child visits for enrolled children who are three, four, five, and six years old will exceed the year 1 baseline measures by 5%.
 - Well-care visits for enrolled children who are twelve through seventeen will exceed the year 1 baseline measures by 5%.
2. Decrease the proportion of children in Montana who are uninsured and reduce financial barriers to affordable health care coverage.
Performance goal:
 - Decrease the number of children \leq 150% of federal poverty level who are uninsured.3. Prevent "crowd-out" of employer coverage
 - Performance Goal: Maintain the proportion of children \leq 150% of federal poverty who are covered under an employer-based plan taking into account decrease due to health care costs or a downturn in the economy.

4. Coordinate and consolidate with other health care programs providing services to children to create a seamless health care delivery system for low-income children.
Performance Goals:
 - Co-ordinate with the Title V Special Health Services program to ensure that children who need care beyond what is offered under CHIP are referred to these programs.
 - Enroll 100% of the children served by the Children's Special Health Services (CSHS) program.
 5. Increase the enrollment of currently eligible, but not participating, children in the Medicaid program.
Performance goal:
 - Ensure 100% of children who appear Medicaid eligible when their application is pre-screened are referred for a Medicaid eligibility determination.
- 9.3. Describe how performance under the plan will be measured through objective, independently verifiable means and compared against performance goals in order to determine the state's performance, taking into account suggested performance indicators as specified below or other indicators the state develops:
(Section 2107(a)(4)(A),(B)) (42CFR 457.710(d))

Objective One: Improve health status of children covered by CHIP with a focus on preventive and early primary treatment: The insurance plan is required to collect and report HEDIS data and utilization data. The Department of Public Health and Human Services will use this data to measure success of the plans in establishing baseline data and reaching the performance goals regarding immunization and well-child care.

Montana conducts a CHIP Enrollee Survey annually. Surveys are mailed to 1,000 randomly selected current CHIP enrollees. The purpose of the survey is to assess enrollees' satisfaction with CHIP. The survey measures enrollees' perception of services received from CHIP providers and CHIP program staff. In addition, it measures the use and effectiveness of CHIP written materials.

Objective Two: Decrease the proportion of children in Montana who are uninsured and reduce financial barriers to affordable health care coverage: Performance goals under this objective are measured based on the decrease in the number of uninsured children in families with incomes $\leq 150\%$ of the federal poverty level compared with the number uninsured before the state plan's effective date. First, baseline numbers of uninsured children will be calculated from a three-year average of

the 1995, 1996, and 1997 March supplement to the Current Population Survey produced by the Bureau of the Census. New estimates of uninsured children will be calculated as more current data become available and will be used to compare trends from year to year.

In 2003, a Montana Household Survey was conducted to collect information on the health insurance status of each person in the household and some demographic information about the primary wage earner in the household. The response rate was 75.2% for a sample size of 6,747 contacts and 5,074 completed interviews with a 5% margin of error rate. Because of the 2003 Household Survey design, Montana is able for the first time to make detailed estimates of uninsured rates for various population groups within the state, including children ages 0 through 18. For the age group 0 through 18, 17% or approximately 41,723 children are uninsured at all income levels. There are 35,900 uninsured children living in households at or below 200% of the FPL.

A sample of enrollees who disenroll from CHIP and those who fail to reapply are surveyed to learn why they did not maintain CHIP enrollment. Responses are tracked and used to evaluate the extent CHIP reduced financial barriers to affordable health care coverage.

Objective Three: Prevent "crowd-out" of employer coverage: Performance goals under this objective will be measured based on the proportion of children < 150% pf federal poverty who are covered under an employer based plan taking into account decreases due to increases in health care costs or a downturn in the economy. The proportion of children covered under the employer-based plan will be evaluated, and analysis will be conducted to test for evidence of "crowd-out". The baseline for comparison will be obtained from a 3 year average of the 1995, 1996, and 1997 March Current Population Survey.

In addition, the eligibility determination process includes questions relating to parents' access to and coverage by health insurance. This allows the state to track the number of children who have access to employer-based coverage and to ensure that children enrolling in CHIP are uninsured and not dropping their employment-based coverage to enroll in CHIP.

Objective Four: Coordinate and consolidate with other health care programs providing services to children to create a seamless health care delivery system for low-income children: Performance goals under this objective are based on the enrollment of children previously receiving care through the Caring Program for Children, the Mental Health Services Plan, and Medicaid. Children who enroll in CHIP are tracked in an eligibility system that interfaces with the Medicaid Management Information System allowing for Medicaid coordination. The CHIP

eligibility system also performs screening for potential Medicaid eligibility and allows the state to track the number of children referred to Medicaid through the eligibility determination process. CHIP staff provides information about the Caring Program and Montana Youth Care and makes referrals to Children's Special Health Services and other health care programs for children.

Objective Four: Increase the enrollment of currently eligible, but not participating, children in the Medicaid program: Children who enroll in CHIP are tracked in an eligibility system that interfaces with the Medicaid Management Information System allowing for coordination with Medicaid. The CHIP eligibility system also conducts Medicaid screening and allows the state to track the number of children referred to Medicaid through the eligibility determination process.

Check the applicable suggested performance measurements listed below that the state plans to use: (Section 2107(a)(4))

- 9.3.1. ☒ The increase in the percentage of Medicaid-eligible children enrolled in Medicaid.
- 9.3.2. ☒ The reduction in the percentage of uninsured children.
- 9.3.3. ☐ The increase in the percentage of children with a usual source of care.
- 9.3.4. ☐ The extent to which outcome measures show progress on one or more of the health problems identified by the state.
- 9.3.5. ☐ HEDIS Measurement Set relevant to children and adolescents younger than 19.
- 9.3.6. ☐ Other child appropriate measurement set. List or describe the set used.
- 9.3.7. ☐ If not utilizing the entire HEDIS Measurement Set, specify which measures will be collected, such as:
 - 9.3.7.1. ☒ Immunizations
 - 9.3.7.2. ☒ Well-child care
 - 9.3.7.3. ☒ Adolescent well visits
 - 9.3.7.4. ☒ Satisfaction with care
 - 9.3.7.5. ☐ Mental health
 - 9.3.7.6. ☒ Dental care
 - 9.3.7.7. ☒ Other, please list: Children's access to primary care providers
- 9.3.8. ☐ Performance measures for special targeted populations.

- 9.4. ☒ The state assures it will collect all data, maintain records and furnish reports to the Secretary at the times and in the standardized format that the Secretary requires. (Section 2107(b)(1)) (42CFR 457.720)
- 9.5. ☒ The state assures it will comply with the annual assessment and evaluation required under Section 10. Briefly describe the state's plan for these annual assessments and reports. (Section 2107(b)(2)) (42CFR 457.750)
- DPHHS completes the annual assessments and evaluations required in Section 2108(a). The Annual Report includes an assessment of the operation of the Children's Health Insurance Plan and its progress toward meeting its strategic objectives and performance goals.
- The state submits annual evaluations as specified in Section 2108(b) using the Evaluation Framework developed by the National Academy for State Health Policy and approved by CMS.
- DPHHS completes and submits quarterly statistical reports through the SCHIP Statistical Enrollment Data System (SEDS). These statistics of unduplicated ever-enrolled children is reported by gender, race and ethnicity.
- 9.6. ☒ The state assures it will provide the Secretary with access to any records or information relating to the plan for purposes of review of audit. (Section 2107(b)(3)) (42CFR 457.720)
- 9.7. ☒ The state assures that, in developing performance measures, it will modify those measures to meet national requirements when such requirements are developed. (42CFR 457.710(e))
- 9.8. The state assures, to the extent they apply, that the following provisions of the Social Security Act will apply under Title XXI, to the same extent they apply to a state under Title XIX: (Section 2107(e)) (42CFR 457.135)
- 9.8.1. ☒ Section 1902(a)(4)(C) (relating to conflict of interest standards)
- 9.8.2. ☒ Paragraphs (2), (16) and (17) of Section 1903(i) (relating to limitations on payment)
- 9.8.3. ☒ Section 1903(w) (relating to limitations on provider donations and taxes)
- 9.8.4. ☒ Section 1132 (relating to periods within which claims must be filed)

- 9.9. Describe the process used by the state to accomplish involvement of the public in the design and implementation of the plan and the method for insuring ongoing public involvement. (Section 2107(c)) (42CFR 457.120(a) and (b))

Public involvement and support are essential if we are to maintain CHIP as a successful program in Montana. To ensure that we obtain support, the state holds numerous discussions and meetings with key stakeholders in Montana. The primary means we used are outlined below:

Since the implementation of CHIP, DPHHS advisory councils have provided important advice, comments, and recommendations.

Legislative Input:

Despite efforts during the 2001, 2003 and 2005 legislative sessions to increase the CHIP eligibility standard, the Montana legislature did not approve an increase. Montana's eligibility standard continues at 150% of the federal poverty level (FPL).

Meetings With Interested Parties:

CHIP staff meets with other statewide association advisory boards and interested parties, including: Montana Hospital Association, Primary Care Association, Health Advisory Council, Public Health Association, Family Planning State Council, Montana Council for Maternal and Child Health, Montana Children's Alliance, Children's Committee of the Mental Health Association, Head Start, Public Health and School Nurses, Governor's Council on Children and Families, the Montana Association of Counties, Human Services Committee, Montana People's Action, Working for Equality and Economic Liberation, Montana Migrant Council, and the Native American Advisory Council. At the request of several organizations, a CHIP update is done at each meeting, allowing time for questions, comments, and problem solving.

- 9.9.1 Describe the process used by the state to ensure interaction with Indian Tribes and organizations in the state on the development and implementation of the procedures required in 42 CFR 457.125. (Section 2107(c)) (42CFR 457.120(c))

The Children's Health Insurance Plan works directly with tribes, urban Indians, the Indian Health Service, Tribal Health Services, Bureau of Indian Affairs, Urban Indian Centers and the Governor's Native American Advisory Council to inform Native Americans in Montana about CHIP.

- 9.9.2 For an amendment relating to eligibility or benefits (including cost sharing and enrollment procedures), please describe how and when prior public notice was provided as required in 457.65(b) through (d).

Prior public notice of proposed changes will be provided in a form and manner provided under applicable State law. Public notice will be published prior to the requested effective date of the change.

- 9.10. Provide a one year projected budget. A suggested financial form for the budget is attached. The budget must describe: (Section 2107(d)) (42CFR 457.140)

- Planned use of funds, including --
 - Projected amount to be spent on health services;
 - Projected amount to be spent on administrative costs, such as outreach, child health initiatives, and evaluation; and
 - Assumptions on which the budget is based, including cost per child and expected enrollment.
 - Projected sources of non-Federal plan expenditures, including any requirements for cost sharing by enrollees.

Please see attached FY2006 projected budget.

Note: There is no cost-sharing offset listed because enrollee copays do not offset insurance premium or fee for service cost. An enrollment fee, deductible and enrollee premium are not required.

SCHIP Budget Plan

FFY 2006

	Federal Fiscal Year Costs
Enhanced FMAP rate	79.38%
Benefit Costs	
Insurance payments (\$125.02 pmpm x 12 mos. x 13,900 enrollees)	20,853,336
Managed care	0
Fee for Service (FFS) *	1,834,800
Total Benefit Costs	22,688,136
(Offsetting beneficiary cost sharing payments) **	0
Net Benefit Costs	22,688,136
Administration Costs	

Model Application Template for the State Children's Health Insurance Program

Personnel	633,016
General administration	1,202,971
Contractors/Brokers (e.g., enrollment contractors)	-
Claims Processing	109,671
Outreach/marketing costs	111,396
Other - Indirect Cost	0
Total Administration Costs	2,057,054
10% Administrative Cost Ceiling	2,520,904
Federal Share (multiplied by FMAP @ 79.38%)	19,642,732
State Share - (20.62%)	5,102,458
TOTAL PROGRAM COSTS	24,745,190

* FFS: \$11 pmpm x 12 mos. x 13,900 enrollees
= \$1,834,800

** Co-pays do not offset insurance premium or
FFS; Enrollment fee, deductible and enrollee
premium are not required.

Children's Health Insurance Plan Budget Assumptions

Benefits

Annualized estimated monthly enrollment is 13,900 for FY 2006 and this enrollment number may decrease during the fiscal year depending upon state budgetary constraints. The insurance premium is \$125.02 per member per month (pmpm). The fee for service cost for eyeglasses and dental services totals \$11 pmpm. There is a \$412 annual dental benefit per enrollee. Reimbursement is made directly to participating dentists at a rate of 85% of billed charges up to a maximum annual payment of \$350 per enrollee.

Administration

Effective July 1, 2005, Montana's 2005 Legislature provided two additional staff members to administer CHIP. Department staff is responsible for program management including assessment, policies and procedures development, department and community programs' coordination, budgeting, eligibility determination, enrollment, contract monitoring, outreach and oversight.

Funding

State appropriations, tobacco settlement funds and tobacco taxes are used as the non-Federal share of plan expenditures.

Model Application Template for the State Children's Health Insurance Program

Montana's State Legislature gave the Department of Public Health and Human Services authority to match federal dollars with private donations to provide services for the Children's Health Insurance Plan. Subsequent to this Legislative Act, Montana will, upon approval, also use private donations when available. Background information on donors will be submitted, as required, prior to the expenditure of donated funds. Montana ensures that donations used as matching funds adhere to requirements stated in 42 CFR Subpart B (433.51 – 433.74).

Section 10. Annual Reports and Evaluations (Section 2108)

- 10.1. Annual Reports. The state assures that it will assess the operation of the state plan under this Title in each fiscal year, including: (Section 2108(a)(1),(2)) (42CFR 457.750)
- 10.1.1. ☒ The progress made in reducing the number of uncovered low-income children and report to the Secretary by January 1 following the end of the fiscal year on the result of the assessment, and
- 10.2. ☒ The state assures it will comply with future reporting requirements as they are developed. (42CFR 457.710(e))
- 10.3. ☒ The state assures that it will comply with all applicable Federal laws and regulations, including but not limited to Federal grant requirements and Federal reporting requirements.

Section 11. Program Integrity (Section 2101(a))

☐ **Check here if the state elects to use funds provided under Title XXI only to provide expanded eligibility under the state's Medicaid plan, and continue to Section 12.**

11.1 ☒ The state assures that services are provided in an effective and efficient manner through free and open competition or through basing rates on other public and private rates that are actuarially sound. (Section 2101(a)) (42CFR 457.940(b))

11.2. The state assures, to the extent they apply, that the following provisions of the Social Security Act will apply under Title XXI, to the same extent they apply to a state under Title XIX: (Section 2107(e)) (42CFR 457.935(b)) *The items below were moved from section 9.8. (Previously items 9.8.6. - 9.8.9)*

- 11.2.1. ☒ 42 CFR Part 455 Subpart B (relating to disclosure of information by providers and fiscal agents)
- 11.2.2. ☒ Section 1124 (relating to disclosure of ownership and related information)
- 11.2.3. ☒ Section 1126 (relating to disclosure of information about certain convicted individuals)
- 11.2.4. ☒ Section 1128A (relating to civil monetary penalties)
- 11.2.5. ☒ Section 1128B (relating to criminal penalties for certain additional charges)
- 11.2.6. ☒ Section 1128E (relating to the National health care fraud and abuse data collection program)

Section 12. Applicant and enrollee protections (Sections 2101(a))

☐ **Check here if the state elects to use funds provided under Title XXI only to provide expanded eligibility under the state's Medicaid plan.**

Eligibility and Enrollment Matters

12.1 Please describe the review process for **eligibility and enrollment** matters that complies with 42 CFR §457.1120.

A Social Security Number is required for a child who applies for benefits. Enrollment is not be denied or delayed to an otherwise eligible child pending issuance of a child's SSN. The program restricts the use of disclosure of information concerning applicants and enrollees to purposes directly connected with administration of the plan.

An applicant or enrollee has an opportunity for review of eligibility and enrollment matters. Such matters include the following: denial of eligibility, failure to make a timely determination of eligibility and termination of enrollment.

The review process for eligibility and enrollment matters is conducted by the DPHHS Office of Fair Hearings, Quality Assurance Division, in accordance with the CHIP Fair Hearing Policy. Families of children who are applying for or enrolled in CHIP are notified of their right to Fair Hearing.

A Fair Hearing is granted to any Children's Health Insurance Plan (CHIP): 1) applicant, parent or guardian who requests a hearing because his or her application is denied, 2) an enrollee, parent or guardian when an adverse action results in CHIP disenrollment, or 3) an enrollee, parent or guardian when covered dental or eyeglass services are denied. The hearing request must be submitted in writing within 90 days of the Department's action notice.

A hearing request is defined as a clear expression by the applicant, or authorized representative that he or she wants the opportunity to present the case to a higher authority.

The Department is responsible to assure an applicant's right to due process and hearing. Hearings are conducted by an impartial official of the Department who is not directly involved in the initial determination of the action in question.

The Hearing Officer's decision is made within 90 days of the hearing's conclusion. The decision becomes final unless the Department or the applicant appeals the decision within 15 days of the mailing of the Fair Hearing decision. No action is taken

on the case until the 15-day limit for appeal passes. There is a hearing record compiled for each case and it is available to the applicant at a reasonable time for viewing and copying.

Health Services Matters

- 12.2 Please describe the review process for **health services matters** that complies with 42 CFR 457.1120.

An applicant or enrollee has an opportunity for a review of health services matters. The indemnity plan's complaint resolution policy: An enrollee may call or write to the plan to ask questions, ask for a review of a decision or make a verbal complaint. The plan will respond to telephone inquiries within 10 working days. The plan will acknowledge a written complaint within 10 days of receipt and send a written response or decision on the complaint within 45 days of receipt. An enrollee may make a final appeal if an unfavorable decision is received from the plan. Within 90 days of receiving a letter from the plan about a decision, the enrollee may submit a written complaint to Montana DPHHS Office of Fair Hearings. Enrollees may also have rights under Montana insurance law and may contact the State Auditor for additional information.

This information is outlined in the indemnity plan's Enrollee Handbook that is provided when children are enrolled in CHIP.

Premium Assistance Programs

If providing coverage through a group health plan that does not meet the requirements of 42 CFR §457.1120, please describe how the state will assure that applicants and enrollees have the option to obtain health benefits coverage other than through the group health plan at initial enrollment and at each redetermination of eligibility.

A Premium Assistance Program is not available through Montana CHIP.